

Semi-Automatic Pay Progression Information for Supervisors and Employees

What is semi-automatic pay progression?

Semi-automatic pay progression ranges contain a number of pay points. Depending on the specifics of the relevant union contract or nonrepresented Compensation Plan language, employees move from one pay point to the next at six-month or one-year intervals, based on their anniversary date of hire within that classification or their seniority date within state civil service. Similar to a traditional pay range, a semi-automatic pay progression range has a minimum and a maximum.

What types of positions are assigned to semi-automatic pay progression ranges?

Within Wisconsin Civil Service, the following types of classifications are assigned to these semi-automatic pay progression ranges:

Pay Range 7-30, 7-31	Represented Excise Tax Agents, Special Agents
Pay Range 7-40	Represented Entry and Intermediate Information Systems Professional* classifications
Pay Range 7-77	Represented Entry, Developmental, and some Objective level Professional Fiscal* classifications, including Accountants, Auditors, Financial Examiners, and other classifications
Pay Ranges 14-03, 14-22, 14-46, 14-55	Represented Architects, Engineering Specialists, Engineers, Construction Representatives, CADD Specialists, Surveyors, and other classifications
Pay Ranges 15-24, 15-35	Represented Professional Science classifications, including Chemists, Cytotechnologists, Fisheries Biologists, Hydrogeologists, and other classifications
Certain Classifications Within Pay Ranges 81-04, 81-05	Nonrepresented Accountant-Confidential, Equal Opportunity Program Specialist, Executive Equal Opportunity Specialist, Executive Human Resources Specialist, Human Resources Specialist, IS Support Technician-Confidential, IS Professional-Confidential, Budget and Policy Analyst-Agency, Budget and Policy Analyst-Division, Employee Benefit Plan Policy Advisor-Entry, Ethics Specialist, Institution Human Resources Director, UW Human Resources Manager, Payroll and Benefits Specialist-Confidential, and Executive Budget & Finance Program Specialist

The Alphabetical Listing of Classifications is a complete listing of all classifications in state civil service and their pay schedules and ranges, and is posted on the Department of Employment Relations (DER) website at <http://der.state.wi.us/static/dclr/dclr.htm>.

Are the semi-automatic pay progression ranges all the same?

No, the semi-automatic pay progression ranges are **different**, depending on the contract or the nonrepresented Compensation Plan language. Some of the semi-automatic pay progression ranges are the same **within** the contract, such as WPEC's Pay Ranges 7-40 and 7-77, but the ranges **differ between** contracts.

How do positions move within the semi-automatic pay range? How do positions move out of the semi-automatic pay range?

The following sections summarize the different semi-automatic pay progression ranges by contract or Compensation Plan.

You can reference all of the contracts and the Compensation Plan on the DER website at <http://der.state.wi.us/static/dclr/dclr.htm>. Each of these documents will contain the specific language which defines how to administer the semi-automatic pay progression range. Each contract will also list all of the classifications assigned to the semi-automatic pay progression ranges within their bargaining unit.

What are the advantages of a semi-automatic pay progression range?

In comparison to positions in entry and developmental level classifications assigned to traditional pay ranges, semi-automatic pay progression ranges provide additional compensation on a more frequent basis. Semi-automatic pay progression ranges eliminate the need for supervisors to process reclassifications as positions move within the progression pay range. Supervisors will need to process reclassifications to move employees out of the classification assigned to the semi-automatic pay progression range into the next higher classification level.

Where can I get more information about semi-automatic pay progression ranges?

If you have additional questions, contact your Agency Human Resources or Payroll Office.

State Engineering Association (SEA) – Pay Ranges 14-03, 14-22, 14-46 and 14-55
Appendix A of the May 20, 2000 – June 30, 2001 SEA Contract

October 8, 2000 - December 30, 2000

Specialist (14-03)	
Minimum	12.758
PSICM	13.141
A (year 1)	13.994
B	14.846
C (year 2)	15.699
D	16.552
E (year 3)	17.404
Maximum	21.297

Engineer (14-46)	
Minimum	15.443
PSICM	15.907
A (year 1)	17.087
B	18.268
C (year 2)	19.451
D	20.631
E (year 3)	21.814
Maximum	27.174

Specialist - Transportation (14-22)	
Minimum	12.758
PSICM	13.141
A (year 1)	14.096
B	15.051
C (year 2)	16.008
Maximum	19.037

Construction Rep & Facility Design (14-55)	
Minimum	15.443
PSICM	15.907
A (year 1)	16.862
B	17.817
C (year 2)	18.772
Maximum	23.331

December 31, 2000 - June 30, 2001

Specialist (14-03)	
Minimum	12.886
PSICM	13.273
A (year 1)	14.134
B	14.995
C (year 2)	15.856
D	16.718
E (year 3)	17.578
Maximum	21.510

Engineer (14-46)	
Minimum	15.598
PSICM	16.066
A (year 1)	17.258
B	18.451
C (year 2)	19.646
D	20.838
E (year 3)	22.032
Maximum	27.446

Specialist - Transportation (14-22)	
Minimum	12.886
PSICM	13.273
A (year 1)	14.237
B	15.202
C (year 2)	16.168
Maximum	19.228

Construction Rep & Facility Design (14-55)	
Minimum	15.598
PSICM	16.066
A (year 1)	17.031
B	17.996
C (year 2)	18.961
Maximum	23.565

Employees are hired at the minimum of the pay range for their classification. After six months of satisfactory performance and completion of the probationary period, employees are moved to the Permanent Status in Class Minimum (PSICM). After PSICM, in accordance with the SEA contract, semi-automatic progression adjustments for eligible employees will be awarded at six (6) month intervals based on the employee's time in the classification series. Employees are eligible if their base pay rate is at or above PSICM of the applicable pay range and less than the applicable threshold. An employee is ineligible if they have received an unsatisfactory performance evaluation prior to the employee attaining the next progression level and has not received written notification that the unsatisfactory performance has been corrected.

An employee whose semi-automatic progression adjustment has been denied due to an unsatisfactory performance evaluation and then receives a satisfactory performance evaluation, will receive an increase to the greater of the following rates on the effective date of the next scheduled semi-automatic progression increase:

- a) The pay rate which is closest to but greater than the employee's current base pay rate; or
- b) The pay rate which corresponds to the employee's time in the classification series.

Time in the classification series will be adjusted for absences from employment of more than 174 work hours per six month progression interval (excluding approved annual leave), approved leaves of absence, layoff, and resignation. Adjustment of time in the classification series for the aforementioned reasons maybe waived at the sole discretion of the appointing authority.

Semi-automatic progression adjustments will be effective on the first day of the pay period following the employee attaining the next progression interval. If the employee attains the next

progression interval on the first day of a pay period, the semi-automatic progression adjustment will be effective on that date.

Employees who are scheduled to progress to the end point of the progression schedule will receive a progression increase or be reclassified, as follows:

Employees in classifications assigned to Pay Ranges 14-22 and 14-55:

- 1) Progression increase: An employee who has served less than two (2) years in the classification series will have their base pay rate increased to the pay rate which is closest to but greater than the current base pay rate, in accordance with their pay schedule.
- 2) Reclassification to the Journey level: An employee who has served at least two (2) years in the classification series will be automatically reclassified to the Journey level classification. Pay on reclassification will be either the PSICM or one within range pay step, whichever is greater, unless the employee has reinstatement eligibility or restoration rights to that higher class.

Employees in classifications assigned to Pay Ranges 14-03 and 14-46:

- 1) Progression increase: An employee who has served less than three (3) years in the classification series will have their base pay rate increased to the pay rate which is closest to but greater than the current base pay rate, in accordance with their pay schedule.
- 2) Reclassification to the Senior level: An employee who has served at least three (3) years in the classification series will be automatically reclassified to the Senior level classification. Pay on reclassification will be either the PSICM or one within range pay step, whichever is greater, unless the employee has reinstatement eligibility or restoration rights to that higher class.

Wisconsin Professional Employees Council (WPEC) – Pay Ranges 7- 40, 7-77, 7-30 and 7-31
Appendices H, K and L of the April 8, 2000 – June 30, 2001 WPEC Contract

Pay Progression Ranges 7-40 and 7-77 effective December 31, 2000 through June 30, 2001:
Appendices K and L

Information Systems & Fiscal

Ranges 07-40 and 07-77	
	Rate
A (minimum)	15.447
B	16.047
C	16.647
D	17.247
E	17.847

Pay progression ranges 7-40 and 7-77 have the same pay administration contract language. Effective December 31, 2000, employees in classifications assigned to Pay Ranges 7-40 and 7-77 will be placed at the closest pay point on the their respective pay progression range that is equal to or greater than their current base pay rate.

Employees are hired at the minimum of the pay range for their classification. In accordance with the WPEC contract, semi-automatic progression adjustments for eligible employees will be awarded at six (6) month intervals based on the employee's seniority date in state service. Employees are eligible if their base pay rate is at or above the minimum of the applicable pay range and less than point E. An employee is ineligible if they have received an unsatisfactory performance evaluation prior to the employee attaining the next progression level and has not received written notification that the unsatisfactory performance has been corrected.

An employee whose semi-automatic progression adjustment has been denied due to an unsatisfactory performance evaluation and then receives a satisfactory performance evaluation, will receive an increase to the next higher progression point.

The seniority date will be adjusted for absence from employment of more than 174 work hours in a six (6) month period, approved leaves of absence, layoff, and resignation. Adjustment of seniority for the aforementioned reasons maybe waived at the sole discretion of the appointing authority.

Semi-automatic progression adjustments will be effective on the first day of the pay period following the employee attaining the next progression interval. If the employee attains the next progression interval on the first day of a pay period, the semi-automatic progression adjustment will be effective on that date.

Reclassification of positions out of the WPEC semi-automatic pay progression ranges 7-40 and 7-77 into the broadbanded ranges 7-01 and 7-78 can occur whenever the supervisor determines it is appropriate. There is no mandatory time frame for how long positions must remain in the semi-automatic pay ranges. Positions can be reclassified out of these semi-automatic pay ranges before

they reach point E or can remain in these semi-automatic pay ranges for as long as the supervisor deems appropriate.

One year from the date an employee attains progression level E, the employee will receive a pay adjustment of 8% of the minimum of either the Pay Range 7-01 for Information Systems employees, or Pay Range 7-78 for Fiscal employees. Except as provided in the following paragraph, employees whose positions are subsequently reclassified or reallocated will receive no pay on regrade if the effective date of the reclassification or reallocation is **not more than two (2) years** after the effective date of the pay adjustment above, except to increase pay to the applicable pay range minimum. An employee whose reclassification or reallocation is effective **more than two (2) years** after receiving the 8% of the 7-01 or 7-78 pay range minimum shall receive an increase of 8% of the 7-01 or 7-78 pay range minimum.

Exception: Employees hired with or affected by a Raised Minimum Rate and who are placed at level D or higher who receive the pay adjustment provided in the preceding paragraph, shall not be subject to the “no pay on regrade” limitation.

A limited number of positions have objective levels within the Accountant, Auditor, Fuel Tax and Registration Auditor, Mortgage Banking Examiner, Revenue Auditor, and Revenue Field Auditor classifications and will not progress to higher classifications. Employees in those positions will remain in their classifications assigned to PR 7-77 and will continue to be eligible to receive annual general wage adjustments.

Excise Tax Agents and Special Agents Only

Pay Progression Ranges Effective October 8, 2000 – June 30, 2001.

Appendix H

<u>Range 07-30</u>		<u>8% of min</u>	<u>Range 07-31</u>		<u>8% of min</u>
A (min)	18.649	1.492	A (min)	23.410	1.873
B	19.865		B	24.432	
C	21.080		C	25.454	
D	22.294		D	26.476	
			E	27.498	

Employees are hired at the minimum of the applicable pay range. In accordance with the WPEC contract, semi-automatic progression adjustments for eligible employees will be awarded at one (1) year intervals based on the anniversary date of the start date in the classification series. Employees are eligible for semi-automatic progression adjustments unless they have received an unsatisfactory performance evaluation prior to the employee attaining the next progression level and have not received written notification that the unsatisfactory performance has been corrected.

An employee whose semi-automatic progression adjustment has been denied due to an unsatisfactory performance evaluation and then receives a satisfactory performance evaluation, will receive an increase to the pay rate which the employee would have attained if the employee would have had satisfactory performance.

The time in the classification series anniversary date will be adjusted for absence from employment of more than 174 work hours in a six (6) month period, approved leaves of absence, layoff, and

resignation. Adjustment of time in the classification series for the aforementioned reasons maybe waived at the sole discretion of the appointing authority.

Semi-automatic progression adjustments will be effective on the first day of the pay period following the employee attaining the next progression interval. If the employee attains the next progression interval on the first day of a pay period, the semi-automatic progression adjustment will be effective on that date.

Wisconsin Science Professionals (WSP) – Pay Ranges 15-24 and 15-35 Appendix E of the April 8, 2000 – June 30, 2001 WSP Contract
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PAY PROGRESSION SCHEDULE
Effective October 8, 2000 – June 30, 2001

Developmental Series		Hydrogeologist Series	
Range 15-24		Range 15-35	
	Rate		Rate
Minimum	14.124	Minimum	15.273
A (Year 1)	14.898	A (Year 1)	16.615
B	15.672	B	17.956
C (Year 2)	16.447	C (Year 2)	19.299
D	17.221		
E (Year 3)	17.995		

Employees are hired at the minimum of the pay range for their classification. After one year of satisfactory performance and completion of the probationary period, employees are moved to point A. After point A, in accordance with the WSP contract, semi-automatic pay progression adjustments for eligible employees will be awarded at six (6) month intervals based on the employee's time in the classification series. Employees are eligible if their base pay rate is at or above PSICM of the applicable pay range and less than the applicable threshold.

An employee is ineligible if they have received an unsatisfactory performance evaluation prior to the employee attaining the next progression level and has not received written notification that the unsatisfactory performance has been corrected.

An employee whose semi-automatic progression adjustment has been denied due to an unsatisfactory performance evaluation and then receives a satisfactory performance evaluation, will receive an increase to the greater of the following rates on the effective date of the next scheduled semi-automatic progression increase:

- 1) The pay rate which is closest to but greater than the employee's current base pay rate; or
- 2) The pay rate which corresponds to the employee's time in the classification series.

Time in the classification series will be adjusted for absences from employment of more than 174 work hours per six month progression interval (excluding approved annual leave), approved leaves of absence, layoff, and resignation. Adjustment of time in the classification series for the aforementioned reasons maybe waived at the sole discretion of the appointing authority.

Semi-automatic progression adjustments will be effective on the first day of the pay period following the employee attaining the next progression interval. If the employee attains the next progression interval on the first day of a pay period, the semi-automatic progression adjustment will be effective on that date.

Employees who are scheduled to progress to end point of the progression schedule will receive a progression increase or be reclassified to the Senior level, as follows:

- 1) Progression increase: An employee who has served less than three (3) years in the classification series for pay range 15-24 or less than two (2) years in the classification series for pay range 15-35 will have their base pay rate increased to the pay rate which is closest to but greater than the employee's current base pay rate, in accordance with their pay schedule.
- 2) Reclassification to the Senior level: An employee who has served at least three (3) years in the classification series for pay range 15-24 or at least two (2) years in the classification series for pay range 15-35 will be automatically reclassified to the Senior level classification. Pay on reclassification will be 8% of the minimum of the applicable pay range minimum or the minimum of the pay range, whichever is greater.

Certain Nonrepresented Classifications Within Pay Ranges 81-04 and 81-05 Section A, 2.05 of the 2001-03 Compensation Plan
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2.05 Progression Adjustment for Certain Nonrepresented Classifications

(1) Eligibility. All permanent and project employees in positions allocated to classifications specified in (2) below, will be eligible for a base-building progression adjustment, except as follows:

- (a) An employee whose base pay rate is equal to or greater than the appropriate threshold stated in (2) below.
- (b) An employee who has received an unsatisfactory performance evaluation prior to the granting date. The denial of a progression adjustment based upon unsatisfactory performance is not grievable under s. 230.12(5)(c), Wis. Stats. Employees must be notified of the unsatisfactory performance in writing, and will receive a new performance evaluation prior to the next scheduled progression adjustment date. The written notification will include:
 - 1) Details of each occurrence of unsatisfactory performance; and
 - 2) Identification of goals and expectations stated in terms that are measurable and which specify how expectations are to be accomplished.
- (c) An employee who has already received two (2) progression adjustments in any position(s) under 2.05 of this Section (Section A).

(2) Amount

- (a) An eligible employee in a position allocated to one of the following classifications will receive a progression adjustment of \$1.20 per hour on the granting date, subject to the **pay range 81-03 minimum**.
 - 1) Accountant-Confidential
 - 2) Equal Opportunity Program Specialist
 - 3) Executive Equal Opportunity Specialist
 - 4) Executive Human Resources Specialist
 - 5) Human Resources Specialist
 - 6) IS Support Technician-Confidential
 - 7) IS Professional-Confidential
- (b) An eligible employee in a position allocated to one of the following classifications will receive a **one-time progression adjustment** of \$1.20 per hour on the granting date, subject to the **pay range 81-03 minimum**.
 - 1) Budget and Policy Analyst-Agency
 - 2) Budget and Policy Analyst-Division
 - 3) Employee Benefit Plan Policy Advisor-Entry
 - 4) Ethics Specialist

- 5) Institution Human Resources Director
 - 6) UW Human Resources Manager
- (c) An eligible employee in a position allocated to Payroll and Benefit Specialist-Confidential will receive a progression adjustment of \$1.00 per hour on the granting date, subject to the **pay range 81-04 minimum**.
- (d) An eligible employee in a position allocated to Executive Budget & Finance Program Specialist will receive a **one-time progression adjustment** of \$1.00 per hour on the granting date, subject to the **pay range 81-04 minimum**.
- (e) The individual increase limit provided in s. 230.12(5)(d), Wis. Stats., does not apply to progression adjustments granted pursuant to provisions of 2.05 of this Section (Section A).
- (f) **An employee may not, for any reason, receive more than two (2) progression adjustments under 2.05 of this Section (Section A).**
- (3) Granting Date.
- (a) Progression adjustments for eligible employees will be awarded based on the employee's State service seniority date. Seniority dates will be adjusted (for progression adjustment purposes only) for absence from employment of more than one hundred and seventy four (174) work hours during the period between seniority dates, approved leaves of absence, layoff, and resignation. Adjustment of seniority for the aforementioned reasons may be waived at the discretion of the appointing authority.
 - (b) Progression adjustments will be effective on the first day of the pay period following the employee's seniority date. If the employee's seniority date occurs on the first day of a pay period, the progression adjustment will be effective on that date.
 - (c) An employee who is ineligible for the progression adjustment due to unsatisfactory performance will not be eligible to receive it until the next seniority date anniversary (i.e., one year). An employee will not be allowed to receive more than one progression adjustment on a granting date due to such a delay.